



JOB OPPORTUNITY

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Announcement Number: 06-442 (Note: Applicants who applied under 06-499 must re-apply to receive consideration under this announcement.)

Position Title: **Supervisory Cash Management Specialist**

Series and Grade: PG-0501-13

Salary Range: \$77,353.00 - \$100,554.00 PA

Promotion Potential: PG-13

Opening Date: 06-09-06

Closing Date: 06-29-06

Location of Position: Office of Comptroller, General Accounting Division,
Cash Management Services, Accounts Receivable Section,
Washington DC

Number of Openings: One

Type of Appointment: Permanent

Work Schedule: Shift 1

Who May Apply: All U.S Citizens

ABOUT THE GPO:

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

MAJOR DUTIES:

Serving as Chief, Accounts Receivable Section, directs and supervises employees in the operation of an accounts receivable function responsible for collecting payments from customer agencies, printing contractors, etc., for printing products produced and printing services performed. Develops and recommends section program goals. Determines the impact of Treasury Department, General Accounting Office and other agency regulations and activities on the sections activities. Recommends policy in such areas as program emphasis and operating guidelines. Plans, schedules, assigns, and directs work by establishing priorities and deadlines. Insures the legality and timeliness of payments from customer agencies to GPO for purchase of printing goods and services. Analyzes problem receivables, reviews payment patterns, and approves a course of action to resolve processing delays, payment delays, etc. Performs analyses of financial information such as billing volume collection deficiencies, inventory turnover, account shortfalls, payment trends, etc., and determines courses of action. Researches accounts receivable and determines appropriate method or procedure for collecting funds. Performs a full range of administrative functions such as interviews candidates for positions, makes recommendations on personnel action, controls attendance and leave, implements award, incentive, EEO, safety, labor-management and training activities. Develops billing, collection control, and reporting systems, and internal operating procedures such as criteria for the collection or write-off of receivables from customer agencies, printing contractors, etc. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade level. Specialized experience is described as experience supervising the collection of funds from federal agencies, including performing all supervisory responsibilities for assigned staff and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. All qualification and time-in-grade requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

Knowledge, Skills, and Abilities and Other Characteristics required for this position:

1. Ability to plan, organize and supervise.
2. Knowledge of the laws, regulations, and management policies applicable to collection and payments (e.g. Title 44, Treasury regulations, GAO) to ensure the legality of transactions.
3. Knowledge of accounting principles, standards, and practices relative to financial accounting and reporting.
4. Knowledge of printing and binding products and terminology.
5. Ability to communicate policies and priorities to appropriate personnel.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

STEP 3:

Current and Former Federal Employees: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106. All time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

Veterans: Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications.

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information please contact:

Human Capital Department
Tyrea M. Mitchell
Phone: (202) 512-1124
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO will not pay relocation costs.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.